



# Office Word 2007 Difference

## Application-specific Changes

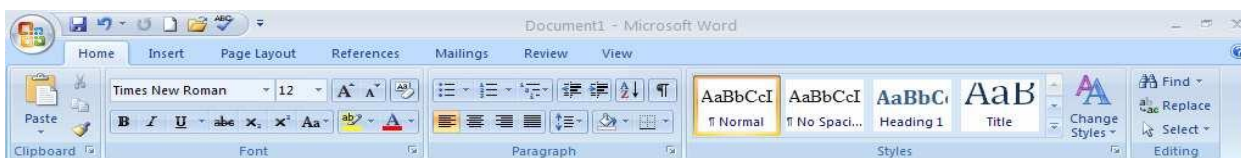
In addition to the interface changes, you should notice that some features have been enhanced and work more like they should (namely, the Spell Checker). New features have been added, such as SmartArt and Themes. This section briefly describes the major application specific changes to Word 2007.

### Ribbon

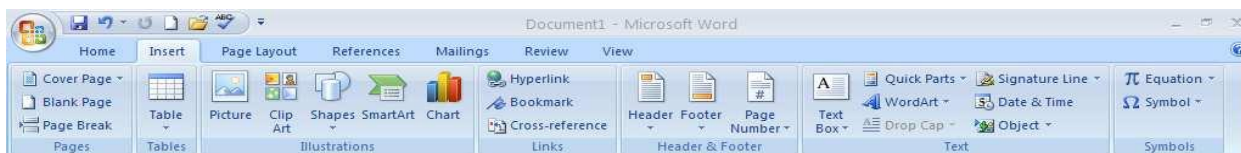
The Ribbon in Word contains the same tools and options as before (with a few additions), organized in a different way.

The following describes each tab.

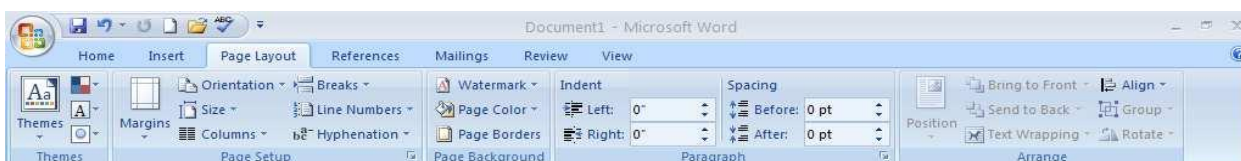
- ✓ **Home**—The **Home** tab contains the most commonly used tools for writing and formatting fonts, styles, lists, etc. Options are grouped by Clipboard, Font, Paragraph, Styles, and Editing.



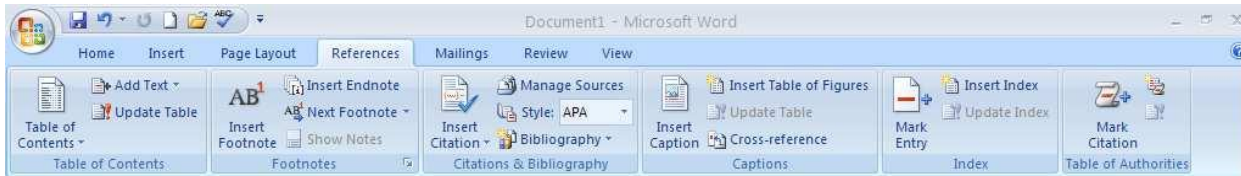
- ✓ **Insert**—The **Insert** tab replaces the old Insert menu and includes items from the old View menu and a couple new options. Options are grouped by Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols.



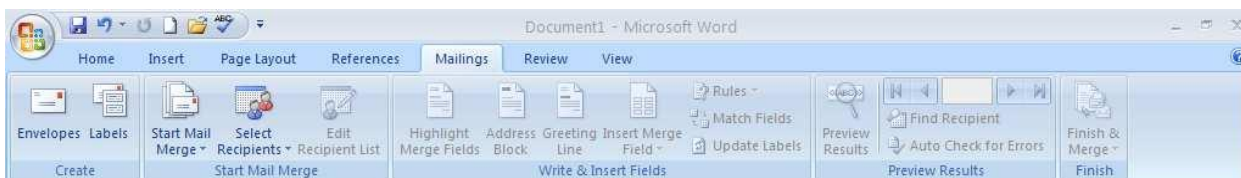
- ✓ **Page Layout**—Many of the items on the **Page Layout** tab were accessible from the old File menu (File | Page Setup). However, other items (like Columns and Breaks) were moved from the old Format and Insert menus. Some features, such as Themes, are new. Options are grouped by Themes, Page Setup, Page Background, Paragraph, and Arrange.



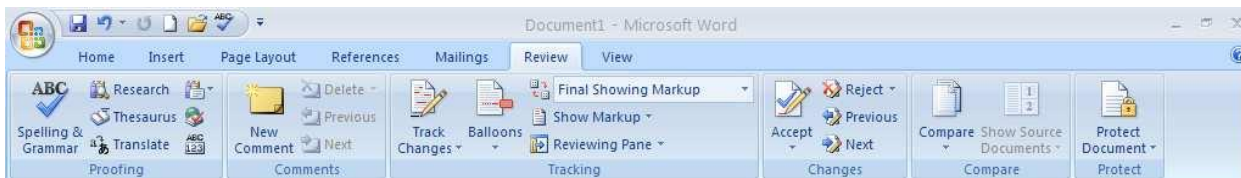
- ✓ **References**— The **Reference** tab contains many items that were accessible from the old Insert menu (Insert | References). Options are grouped by Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, and Table of Authorities.



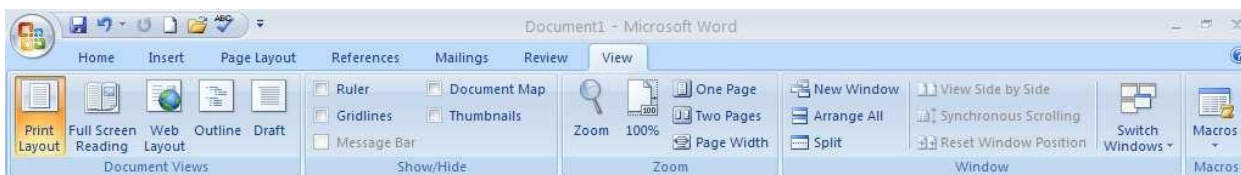
- ✓ **Mailing**— The **Mailing** table includes many new items, as well as items from the old Tools menu (Tools | Letters and Mailings). Options are grouped by Create, Start Mail Merge, Write & Insert Fields, Preview Results, and Finish.



- ✓ **Review**— When you are finishing up a document and ready for the final touches or a peer review, click the **Review** tab to find the tools you need. Most of the items found here were previously accessible from the old Tools menu. Options are grouped by Proofing, Comments, Tracking, Changes, Compare, and Protect.



- ✓ **View**—The **View** tab contains many items from the old View menu and some items from the Standard toolbar. Options are grouped by Document Views, Show/Hide, Zoom, Window, and Macros.



## Office Button



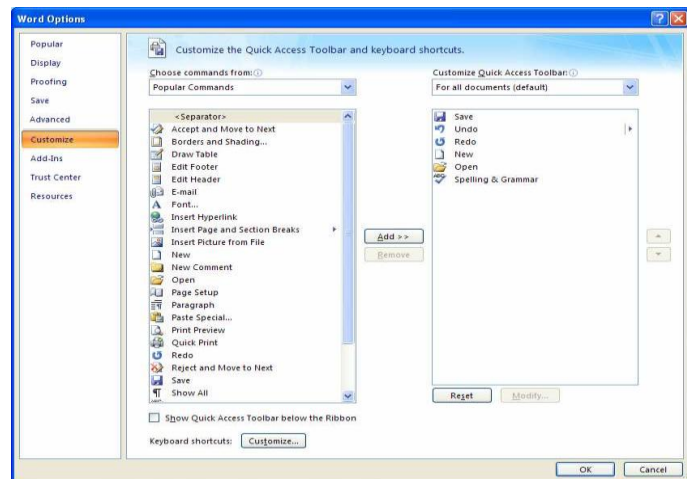
The Word Office Button contains many of the items from the old File menu and more. For example, the Save As feature includes new options to save the document as a Word Template (previously done in the Save As window), Word 97--2003 Document (so users with older versions can work with your files), and Other Formats (opens the Save As window to save in formats such as .rtf, etc.). The Find add-ins for other file formats option replaces the Templates and Add-Ins feature (previously accessible from the Tools menu) and allows you to find an add-in that allows you to save a file as a PDF, for example.

Remember, if the menu item has a right facing arrow on the right, additional related options are available.

## Word Options Feature

The most commonly used features are on the ribbon, grouped on each tab. All other features are accessible from the Word Options window. These are the same features (and more) that used to be accessible from the Tools menu (Tools | Customize and Tools | Options).

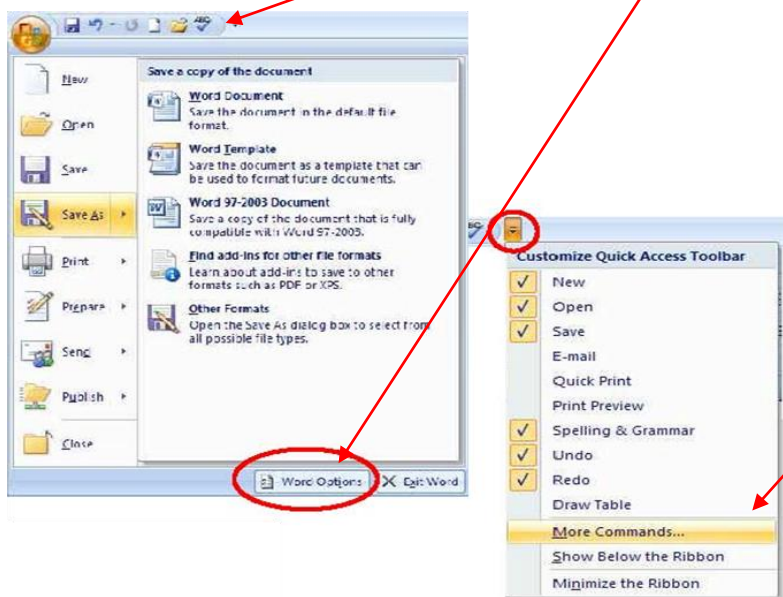
Select an option from the menu at left to display Word Options. Below is a description of what each menu shows.



- ✓ **Popular**—displays the most popular items in Word
- ✓ **Display**—allows you to change how the document looks when displayed on screen and when printed
- ✓ **Proofing**—displays options for how Word changes and formats your text, including AutoCorrect options
- ✓ **Save**—displays options for how to save your document, including Auto Recover
- ✓ **Advanced**—displays many of the advanced options found in the old Tools | Options menu, including editing; cut, copy, and paste; show document content; display; print; and save options

- ✓ **Customize**—displays options for you to customize the Quick Access Toolbar and keyboard shortcuts
- ✓ **AddIns**—displays options for customizing and managing templates and addins (similar to the old Tools | Templates and AddIns menu)
- ✓ **Trust Center**—displays options for security settings, trusted publishers, ActiveX settings, privacy options, and more
- ✓ **Resources**—provides links to check for Microsoft updates, online resources, and more

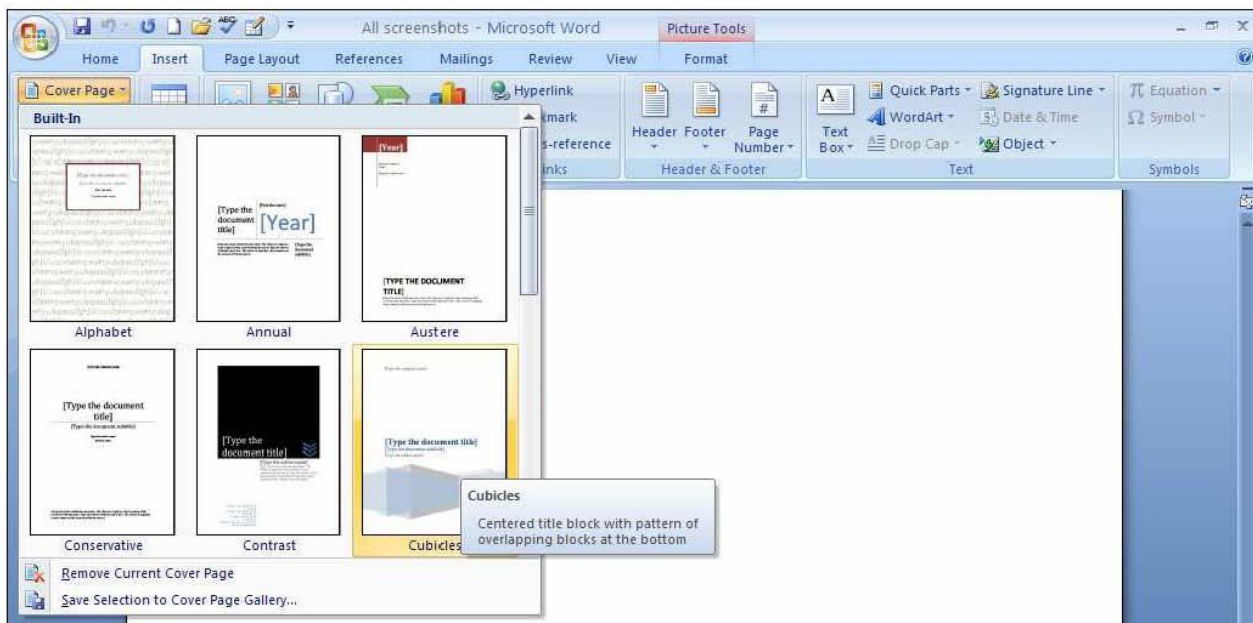
To access the Word Options window, click the **Word Options** button from the menu that appears when you click the Office button.



Or, click the **down arrow** on the Quick Access Toolbar (circled in red). When the Customize Quick Access Toolbar menu appears, click **More Commands**.

## Cover Page Icon

The new Cover Page icon on the Insert tab displays a gallery of cover page templates. You can choose from already designed cover pages or create your own.



## Live Preview

While making a formatting change to your document, Word (and other programs) will show you what your changes would look like if you click OK. This eliminates the need to accept a change and then go back and change it if it doesn't turn out the way you thought it would.

For example, when formatting a table, the Table Tools tab appears with options for your table. If you mouse over the options, the table you just inserted changes based on which image your cursor is touching.





## ***New Double Pane View***

Open two Word documents, and from the Window group on the View tab, click View Side by Side. This option automatically displays your two Word documents side by side. When you scroll in one document, it scrolls down in the other to make comparisons easier. If you do not want to scroll through both documents together, deselect Synchronous Scrolling.

## ***Spell Check Improvements***

Microsoft reports that the Spell Check feature now catches more errors. For example, in Office 2003, Spell Check would miss errors in a phrase such as “ounce upon a thyme,” since all words are spelled correctly. Now Spell Check should catch more wrong word usage.

## ***Building Blocks***

The new Building Blocks feature offers the opportunity to easily reuse content and “boilerplate text.” Text that you need to remain constant throughout all documents, such as company contact information, would be a good example of a useful building block.

Word’s building blocks can be found in galleries on multiple tabs. (See the table below.) These galleries display a thumbnail image of each available building block and offer the ability to create a new building block. (See the Cover Page gallery in the section on the Cover Page icon.)

Building blocks are intuitive in the sense that they insert where needed. For example, headers go in the document header area, and cover pages insert at the front of the document.

Tab	Available Building Block
Insert	Cover pages
	Headers
	Footers
	Page numbers
	Text boxes (pull quotes and sidebars)
	Quick parts (custom user blocks)
	Equations
Reference	Table of Contents
	Bibliography
Page Layout Tab	Watermark
Header & Footer Tools (Contextual Tab)	Header
	Footer
	Page number